

From: Maribeth Seisser <seisser@ahsd25.k12.il.us>
To: westgatestaff@ahsd25.k12.il.us
Date: 10/16/2006 10:12 AM
Subject: Delete Sent Items

Another folder on your webmail you want to delete the items out of is your Sent Items folder.

Hold down the Control key on your keyboard, click on Sent Items and choose Delete all. If you want confirmation that you sent an email I would suggest saving it as a pdf and create a folder for saved emails in your server folder.

Maribeth